

ECONOMIC VITALITY SPECIALIST

DISTINGUISHING FEATURES

The fundamental reason the Economic Vitality Specialist exists is to coordinate and develop programs which enhance and promote economic vitality within the City. Incumbents of this classification work in the Economic Vitality Department. This classification does not supervise, but may perform lead work functions over an Economic Vitality Researcher. Work is performed under general supervision by an Economic Vitality Manager. Economic Vitality Specialist is distinguished from Economic Vitality Researcher by the greater degree and scope of the former's responsibilities, as well as the professional nature of this classification.

ESSENTIAL FUNCTIONS

Coordinates the gathering of data on economic and fiscal trends, land, buildings, infrastructure, tourism issues, workforce and labor.

Develops programs coupling the immediately available resources of the area with potential business and economic development.

Promotes the advantages of Scottsdale as a location for immediate or future development or expansion.

Assists interested businesses and industries in locating sites, securing City approvals, securing financing or in working out any other problems involved with relocation or expansion.

Evaluates types of business for which a Scottsdale location could be attractive, and their potential for employing residents of the area and/or enhancing the local tax base.

Develops and coordinates information regarding the existing businesses within the community; prepares a continuing evaluation of trends in employment, income, housing, population, and other issues relating to economic conditions for existing businesses, and works to facilitate the retention and expansion of those businesses; strong emphasis is placed on assisting smaller businesses.

Develops and coordinates programs, research, and activities which could assist with the redevelopment or revitalization of targeted areas of the community.

Devises ways of adapting local conditions to the needs of industry and coordinates economic and fiscal impact studies.

MINIMUM QUALIFICATIONS

Knowledge, Skills, and Abilities

Knowledge of:

The principles, practices, and methodologies used in economic development and aligned areas (redevelopment, tourism, retention and expansion).

The techniques used in research and statistical analysis.

Must possess excellent written and verbal communication skills.

A variety of computer software.

Ability to:

Effectively listen and communicate (both orally and in writing)

Prepare and present effective oral and written reports.

Appraise and organize facts.

Efficiently analyze and make recommendations about a variety of projects to businesses, governmental leaders and citizen groups.
Establish and maintain effective working relationships with City employees and officials, other professional developers, other governmental and community agencies, and citizens.
Operate a variety of standard office equipment, including a personal computer that require continuous and repetitive eye and arm or hand movement.
Use a personal computer, a variety of computer software, and other equipment essential to performing daily activities.

Attendance and punctuality are essential functions to this position.

Education & Experience

Any combination of education, training and experience equivalent to a Bachelor's degree in Economics, Geography, Marketing, Planning, Business Administration, or closely related field; and a minimum of three years of recent and progressively responsible economic development experience.

Experience with creative financing options for public projects, and experience conducting financial feasibility analysis.

FLSA Status: Exempt

HR Ordinance Status: Unclassified